HIRING A STUDENT CHECKLIST

1.   PEOPLEADMIN

☐ **Post your job** in People Admin (jobs.westga.edu/hr) for the minimum 10 business days If hiring a new student. There is no need to post the job if you are rehiring a student in the same job.

☐ The student will need to create an account (if applicable) in People Admin at jobs.westga.edu to apply to your posting. You can also send students the link to your posting (found toward the bottom of the posting on the Summary tab). **After interviewing** your selected applicants, move the applicants through the process by selecting "Take Action on Job Application."

☐ For the student(s) you wish to hire, complete the start date and pay rate fields on the **Hiring Proposal** and submit to Career Services. At this time, the enrollment status, GPA, and Federal Work Study Eligibility (if applicable) will be checked.

☐ Once you have received an Approved Hiring Proposal **contact the applicant** with an offer. This is a good time to ask if the student has ever worked for UWG before if you do not already know the answer. If the answer is no, please inform the student that he/she will need **two forms of original ID and banking information for New Hire Paperwork** (see below). Please check the Bi-Weekly Payroll Schedule to determine a start date.

☐ If you would like the remaining applicants to be notified that the position is filled or if you have questions concerning the process or People Admin, email Mary Beth Phillips at mphillip@westga.edu.

2.   EPARs, NEW HIRE PAPERWORK, AND ONEUSG

☐ **Submit an ePAR** for all students being hired (new and rehires). Be sure to use the first date of a Bi-Weekly Pay Period as the Effective Date of Action on the ePAR (this will be a Sunday since our work week starts on Sunday).

☐ For New Hires, send to Human Resources immediately to complete New Hire Paperwork. The student needs to bring **banking information** (routing and account numbers) on an official bank document (deposit slip, bank statement, letter from bank, etc.) for the direct deposit. The student also needs **approved original identification** (see Lists of Acceptable Documents, page 4 on New Hire Paperwork link above) for the I-9 Employment Eligibility Verification Form. *NOTE: Most students do not have this information and will need to go home (to mom/dad) to get the documentation.*

☐ **Please do not allow a student, who is a New Hire, to start work until you have received a Work Authorization Form from Human Resources letting you know the paperwork has been completed.**

☐ A student cannot be setup in OneUSG until an ePAR is received **AND** the student has completed the New Hire Paperwork. These steps should be completed immediately after an offer of employment is made.

3.　　TRAINING FOR STUDENT WORKERS

☐ Required New Student Employee Orientation is for students who have never worked for UWG before and must be completed within the first thirty days of employment. Please view the Career Services website to view times and dates. Please email studentemployment@westga.edu if you have questions/concerns or if you need to hire ten or more students at one time.

☐ Compliance Training is required for every worker on campus, including student workers, through DevelopWest. New Hires who have never worked for UWG before should complete the training within thirty days of employment. Rehires will complete the Refresher training in October along with staff and faculty in DevelopWest. For questions or concerns about Compliance Training, email stuentemployment@westga.edu.

☐ Optional S.E.E. Training (Student to Exceptional Employee) is offered to increase and enhance your student's skills. View Student Employment's site to view topics and dates. Please email studentemployment@westga.edu for questions.

☐ DevelopWest can be utilized by students for additional training such as customer service, time management, Microsoft programs, etc.

4.　　SUPERVISOR TRAINING

☐ **Electronic Personnel Action Request (ePAR)** training is given by the Center for Business Excellence. Register for the training through DevelopWest. For questions or concerns email the ePAR team at ePAR-List@westga.edu. View HR's website for Job Aids.

☐ **Student Supervisor** training**,** which includes OneUSG and People Admin, is led by Career Services. Register for the training in DevelopWest. For additional information, or to view the training dates and times, visit the Supervisor Training section on Student Employment's website. Job Aids can be found in DevelopWest and under Forms and Documents on Student Employment's site.

5.　　RECOGNITION

☐ National Student Employment Week is the second week of April every year. This is an opportunity to celebrate our student workers for all they do.

☐ Do you have an outstanding student employee that you would like to recognize? Remember to nominate him/her for Student Employee of the Year in early spring.

☐ Providing feedback is critical to the growth of our students. Use Performance Evaluations as a tool to explain what he/she is doing well and what areas need improvement.